

OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED

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Position SECRETARY I

Department / Site DISTRICT OFFICE-MIGRANT EDUCATION

Qualifications High school diploma or equivalent required.
Ability to live and work in a cross-cultural, rural Alaskan environment.
Must pass a criminal background check.

One year demonstrated successful experience in general office work or one year of business college required. Bilingual in Yup'ik and English preferred. Proficient in operating office machines such as copiers, electronic typewriters, calculators, computers, etc. Ability to type 35 wpm with accuracy. Possess basic secretarial skills such as grammar, spelling, punctuation, proofreading, etc.

Duties:

Perform basic clerical duties using own initiative. Type correspondence and other material and proof final product. Compose correspondence for supervisors' approval. Establish and maintain files and records according to established procedures. Make travel arrangements. Become responsible and proficient in the completion of the district forms such as PCNs, time sheets, TRs, requisitions, etc. Assist at meetings and take/transcribe minutes, as required. Performs other duties as assigned, or as necessary, for the efficient operation of the office.

Terms of Employment Permanent, 40 hrs/wk, 215 days/yr

Salary Range 9 \$21.96/hr

Closing Date

Open Until Filled

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, Ak 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at www.lksd.org. The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00pm on the closing date.